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**MEMORANDUM TO: Acting Deputy Director (Administration)**

**FROM: Director of Administration, D/P**

**SUBJECT: Survey Report of the Budget and Fiscal Activities of the DI, PP, PK, TSD, Senior Staff, and D/P Administration**

**1. PROBLEMS:** To re-evaluate budget and fiscal T/S positions within the Senior Staff and Office of the Chief of Administration, D/P with a view of determining:

- a. The appropriate location organizationally for the most economic and efficient performance of essential budget and fiscal functions, and
- b. The number of personnel estimated to be required for the performance of such functions.

**2. FACTS BEARING ON THE PROBLEMS**

- a. All staffs of the D/P are not organized along the same functional structure and some have no published organizational charts or statement of functions.
- b. Some of the Senior Staffs are still in the formative organizational stage.
- c. In the absence of published organization charts and functions, no standardization is found in the assignment of budget and fiscal duties within the various staffs.

**3. DESCRIPTION**

- a. Specific descriptions of the staffs are attached to this report as follows:

(1)

(2)

(3)

(4)

(5) Administrative Staff - TAB E

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Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1

Date: \_\_\_\_\_ B

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## (4) COMMUNIC. DIVISION - 7187

- b. Because of the limited time allotted for this study and currency constraints given, this evaluator does not feel qualified to determine whether or not some of the staff elements are properly staffed to perform the necessary budget and fiscal functions.
- c. Comments of the Chiefs of the various staffs were not obtained.

## b. CONCLUSIONS

## a. General Conclusions

- (1) With the exception of the PI Senior Staff, no statement of functions or responsibilities have yet been approved and published. In the absence of these, it is difficult to determine the number of individuals required to perform assigned functions.
- (2) As disclosed in the attachments to this report, some of the staffs do not maintain adequate Allotment Control Records.
- (3) Although the DSI letter affecting the reorganization of the clandestine services was published on 15 July 1958, some of the Senior Staffs still are in an organizational phase.

## b. Specific Conclusions

(1)

(2)

(3)

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## c. RECOMMENDATIONS

## a. General

- (1) Consideration should be given to the feasibility of charging all transportation charges exclusive of those necessary for the movement of personal effects against one allotment.
- (2) The staffs should discontinue the function of preparing travel vouchers for staff employees and the employee be

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encouraged to utilize Central Processing Branch [redacted]

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- (3) A study should be made to determine whether the functions of preparing travel orders can be withdrawn from all Area Divisions and Staff elements of the C/P and assigned to the Central Processing Branch.
- (4) The Comptroller's office in conjunction with the appropriate element of the C/P institute a more effective inspection program whereby the staff elements of the C/P will be periodically inspected on all budget and fiscal functions.

b. Specific Recommendations

(1)

(2)

(3)

(4)

(5)

(6)

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[redacted] Organization & Methods Examiner

Attachments:

25X1

Tab A thru F

[redacted]

EXECUTIVE:

25X1

[redacted]

Comptroller's Office Rep.

[redacted]

APPROVED:

25X1

[redacted] Assistant Management Officer  
(C/P Areas)

25X1

[redacted] Acting Management Officer

8&M/LJB/law (20 Nov. 1953)

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cc - Signer's copy ✓

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